



Approval to Construct
(ATC)

All Project Submittals go to Cindy Furze

Subdivision Infrastructure & Planning Program Staff

Cindy Furze – Project Specialist - 602-506-1058, fax 602-506-5813

Barbara LaSota – Subdivision Coordinator - 602-506-6675

Wes Shoner, P.E. – Engineer - Wshoner@mail.maricopa.gov

(Soils Reports, Master Plans, Conversions, and One Stop Shop Reviews)

Wes Shoner, P.E. – Interim Program Manager

Tom Chisholm, P.E. – Engineer (ATC review and Approval)

Mailing and Delivery Address:

Maricopa County Environmental Services Department

Subdivision Infrastructure and Planning Program

1001 N. Central Avenue, Suite 201

Phoenix, AZ 85004-1940

**This packet has a total of 6 pages;
All pages must be submitted together.**

Page 1 of 4 ATC Packet, MCESD contact information

Page 2 of 4 Cover page: Submitter's information and check list of requirements

Page 3 of 4 Fees list and Calculation section

Page 4 of 4 Instructions

Application

Page 1 of 3 Application for Approval To Construct (ATC)

Page 2 of 3 Public Water Supply number signature

Page 3 of 3 Engineer and Project Owner information, and authorization

Total number of 7 pages

*** The Department reserves the right to request any other information ***

<http://www.maricopa.gov/envsvc/wwwmd.asp>



Approval To Construct Cover Page

Approval to Construct (ATC) (PLEASE PRINT CLEARLY)

Date Submitted: _____

Registered Engineer's name: _____

Email address of engineer working on project _____

Registered Engineering Firm Name: _____

(the engineering firm must be registered with the AZ Board of Technical Registration to submit projects to MCESD)

Phone number: _____ Ext: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Project Name: _____

Application check list for Approval to Construct

- ☐ **Cover Page for MCESD Projects** – this page
We need to know on the cover page what you are requesting from us
- ☐ **ATC Fee's** – list attached
- ☐ **Approval to Construct application pages 1 of 3, 2 of 3 and 3 of 3** (attached)
- ☐ Full size set of plans with every page sealed and signed by engineer.
- ☐ water design report (must be sealed & signed by a registered engineer)
- ☐ sewer design report (must be sealed & signed by a registered engineer)
- ☐ sewer capacity letter (must be issued by the sewer utility provider, **NOT the engineer**)
- ❖ **If you are submitting for sewer, projects will not be accepted without a sewer capacity letter.**
- Sewer Capacity Letter - a statement, signed by the owner or operator of the sewage treatment facility and/or down stream collection system affirming compliance in accordance with R18-9-E301.C.
- Operation and Maintenance Plan – there must be verification of an O&M Plan. Submittal of the O&M Plan will be upon request.

Application check list for on-site Sewage Disposal/Septic Subdivision submittal

<input type="checkbox"/>	Approval To Construct Application	Check the box Soils Report / other on application
<input type="checkbox"/>	Cover Page	This cover page must be submitted with the Approval To Construct application.
<input type="checkbox"/>	Soils Test Plan	The plan must include the following <ul style="list-style-type: none"> location on the plat where the soils testing will be performed (percolation tests and soil borings) the method of testing person/firm performing tests depth to seasonal high groundwater level site specific geology and topography information that will be included in the final soils testing report (field notes, soils boring logs, etc.)
<input type="checkbox"/>	Percolation test methodology	Must be specified and comply with the Arizona Administration Code R18-9-A310.E or F, depending on the proposed method of effluent disposal. (No mere reference to AAC Code)
<input type="checkbox"/>	All Soil Borings must be a minimum of 50 feet in depth	Unless disposal pits deeper then 50 feet are proposed.
<input type="checkbox"/>	Statement on the plans:	This will allow coordination for a site visit during the field activities. "At least five (5) working days notice will be provided to Mr. Wesley A. Shoner, Senior Civil Engineer for MCESD".
<input type="checkbox"/>	Provide documentation showing water has been submitted for.	No project can be approved without an approved water system that will safely support the proposed project.

*** The Department reserves the right to request any other information ***



Approval To Construct Fee List

**Fees for
Approval To Construct (ATC) and
Geological and Hydrology Report (soils reports)**

Make check payable to MCESD

Check or cash only

- Double the fee for expedited review
- A \$25.00 fee for all returned checks

Public water supply system				Sewer collection system	
\$600.	150 or less connections			Gravity Sewer only, including manholes	
\$1200.	151 to 300 connections			\$500.	Serving 50 connections or less
\$1800.	301 to 450 connections			\$1000.	Serving 51 to 300 connections
\$2400.	451 to 600 connections			\$1500.	Serving 301 or more connections
\$3000.	601 to 750 connections			Force Mains + Gravity Sewer	
\$3600.	751 to 900 connections			\$800.	Serving 50 connections or less
(every 150 add \$600.)				\$1300.	Serving 51 to 300 connections
➤ A \$25.00 fee for all returned checks				\$1800.	Serving 301 or more connections
Other Components					
\$675.	Storage Tank	\$600.	Sewer Lift Station	\$150.	Re-issue (each component)
\$675.	Well	\$250.	Reuse lines	\$150.	Other
\$675.	Pressure Tank	\$150.	Chlorination	\$500.	Master Plans (each component)
\$675.	Booster Station	➤ Any fee questions contact MCESD			

** An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days of expiration. A fee equal to one-half (1/2) of the flat fee or initial plan review fee is paid. The approval will be effective for one year from the date of expiration. Regulation 4.95f.

Geological and Hydrology Report

\$525.	50 lots or less
\$1050.	51 to 100 lots
\$1575.	101 to 150 lots
\$2100.	151 to 200 lots
(every 50 lots add \$525.)	

Fees ☐ Regular Fees ☐ Expedited Fees

Break down fees (fees for more than 1 component on the same project can be put on one (1) check)

Type of component (ie: water, sewer, etc)	Fee per component	Check number(s)
Total Fee		

*** The Department reserves the right to request any other information ***



Approval To Construct Instructions

Approval To Construct Application Instructions

Page 1 of 3

- 1. Project Name** – must be the same as on the engineered plans. This name will appear on the ATC certificate.
Project Address – physical location of project.
City and Zip Code – of actual location of project.
Site, Section, Township, Range – information can be located in the Phoenix Metropolitan Street Atlas or on the plans.
Project Description – what type of review you are requesting from our department.
 - You will receive an individual certificate for each component.
(Example: water line extension, lift station, well site and/or any other component)

- 2. System information required:**
Box A – see page 2 of 3
Box B – Sewage Collection System Owner – name of sewage collection owner, providing sewer service to the project.
Sewage Treatment Facility Owner – name of owner of treatment facility, may be different from the collection system owner.

- 3. Quantity:**
Number of water and sewer connections – number of connections on the project that we are to review.
Water and Sewer Linear Feet and Size – these totals are included on the certificate our Department issues.
Reuse Linear Feet and Size – these totals are included on the certificate our Department issues.

Page 2 of 3

- Public Water Supply number (PWS) Signature Form** – if this form is not signed, your project will be denied. This agreement MUST be signed by the Public Water System Representative NOT the Engineer or Project owner.
PWS # - public water system number from the water supply provider.
Project Name – the name of the project
Project Address – physical location of project.
City, Zip Code – location of project
Public Water Supply Provider – name of public water supply system that will be providing water service to the project.

Page 3 of 3

- 4. Name of Registered Engineer** – registered engineer who is the contact person for project. (Please print clearly)
Phone Number, Ext & Fax – phone number, extension, and fax number of registered engineer working on the project.
Email Address – email address for the registered engineer working on the project.
Name of Engineering Firm as Registered with the AZ Board of Technical Registration - a registered engineering firm that employees the project engineer
Mailing Address, City, State and Zip Code - mailing address of registered engineering firm.

- 5. Project Owner** - must be a person with fiduciary responsibilities associated with the Project or Company.
Job Title - examples: Project Owner, President or Vice President of Corporation/Home Owners Association, Manager.
Email address – project owner email address.
Company Name - the name of Company who owns the Project.
Mailing Address, City, State, Zip Code - location of Project Owner, will be put on certificate.
Phone number, ext and fax - project owner phone, extension and fax number.

- 6. Authorization**–Only the named Project Owner can sign for the Project Owner unless there is a letter of authorization.

➤ **For Soils and Master Plans only – on page 1 of 3 fill out #1 only and page 3 of 3 - #4, 5, 6.**

*** The Department reserves the right to request any other information ***



**Application for Approval to Construct (ATC) and/or
Provisional Verification of General Permit Conformance **
for
Water/Wastewater Facilities**

Page 1 of 3

<input type="checkbox"/> On-Site	<input type="checkbox"/> Off-Site	➤ Use separate applications for on site and off site.
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<input type="checkbox"/> Water	<input type="checkbox"/> Gravity Sewer	<input type="checkbox"/> Storage Tank	<input type="checkbox"/> Pressure Tank	<input type="checkbox"/> Reuse
<input type="checkbox"/> Well	<input type="checkbox"/> Force Main	<input type="checkbox"/> Booster Station	<input type="checkbox"/> Chlorination	<input type="checkbox"/> Lift Station
<input type="checkbox"/> Reissue	<input type="checkbox"/> Master Plan	<input type="checkbox"/> Soils	<input type="checkbox"/> Other	

"On-site, Off-site, Master Plan, and Soils projects require separate applications"

1. Project Name: _____
(Physical location of Project)
Project Address _____ ,
City _____ , **Zip Code** _____
Site _____ **Section** _____ **TWN** _____ **Range** _____
Project Description: _____

2. System information required

Box A

Public Water Supply Provider (PWS) See page 2 of 3
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Box B

Sewage Collection System Name _____
Sewage Treatment Facility Name (if different) _____

3. Quantity: Number of water connections _____ Number of sewer connections _____

Water Line	Sewer Line	Reuse Line
L.F. _____ Size _____ in.	L.F. _____ Size _____ in.	L.F. _____ Size _____ in.
L.F. _____ Size _____ in.	L.F. _____ Size _____ in.	L.F. _____ Size _____ in.
L.F. _____ Size _____ in.	L.F. _____ Size _____ in.	L.F. _____ Size _____ in.
L.F. _____ Size _____ in.	L.F. _____ Size _____ in.	L.F. _____ Size _____ in.
Total Water L.F. _____	Total Sewer L.F. _____	Total Reuse L.F. _____

**** This application constitutes the Notice of Intent to Discharge referenced by R18-9-A301.B.**

"NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED "



**Application for Approval to Construct (ATC) and/or
Provisional Verification of General Permit Conformance **
for
Water/Wastewater Facilities**

Public Water Supply number (PWS) Signature Form

Page 2 of 3

PWS number 0407 **(Public Water Supply number)**

WATER SERVICE AGREEMENT - An unconditional agreement which is effective this date has been made between the owners of:

Project Name _____

(Physical location of Project)

Project Address _____ ,

City _____ , Zip Code _____ ,

and the _____
(Public Water Supply Provider "PWS")

The undersigned hereby agrees to provide water to the above project with the Public Water Supply (PWS) number and they agree that the PWS is in compliance and on file with Maricopa County Environmental Services Department (MCESD).

Date _____	Print Name clearly _____
	Job Title _____
	Address _____
	City _____
	Signature _____

- **This agreement MUST be signed by the Public Water System Representative NOT the Engineer or Project owner.**
- **Failure to provide a Public Water Supply (PWS) number that is in compliance will result in immediate rejection of your project.**

*** The Department reserves the right to request any other information ***
<http://www.maricopa.gov/envsvc/wwmd.asp>



**Application for Approval to Construct and/or
** Provisional Verification of General Permit Conformance **
for
Water/Wastewater Facilities**

Page 3 of 3

4. Name of Registered Engineer : _____

Phone Number _____ Ext _____ Fax Number _____

Email address _____

**Name of Engineer's Firm as Registered
With The AZ Board of Technical Registration** _____

Mailing Address _____

City _____ State _____ Zip Code _____

5. Project Owner: _____ Job Title _____

(Please print legibly) (The information provided will be used on the ATC Certificate)

(Must be a person with fiduciary responsibilities associated with the Company)

Company Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Ext _____ Fax Number _____

Email address _____

6. Authorization

The Project Owner hereby authorizes the review of project plans as described for approval to construct and/or provisional verification of conformance under General Aquifer Protection Permit 4.01.

Signature of Project Owner \ Please print name _____ Date _____

**** This application constitutes the Notice of Intent to Discharge referenced by R18-9-A301.B.**

"NO APPLICATION WILL BE ACCEPTED UNLESS FULLY COMPLETED"

Department use only

Water _____ Gravity Sewer _____ Storage Tank _____

Well _____ Force Main _____ Booster Station _____

Reissue _____ Master Plan _____ Other _____

Reuse _____ Pressure Tank _____

Lift Station _____ Chlorination _____

Check number (s) _____ Amount Paid _____